



## CITY OF SEATTLE

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### K-12 Division Director

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**SALARY:** \$43.11 - \$64.67 Hourly  
**LOCATION:** Seattle Municipal Tower, 700 5th Ave., Seattle, Washington  
**JOB TYPE:** Civil Service Exempt, Regular, Full-Time  
**SHIFT:** Day  
**DEPARTMENT:** Department of Education and Early Learning  
**BARGAINING UNIT:** Not represented  
**CLOSING DATE:** 01/10/17 04:00 PM Pacific Time

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#### POSITION DESCRIPTION:

The Department of Education and Early Learning's (DEEL) mission is to eliminate opportunity gaps by preparing students for kindergarten, improving academic achievement, and ensuring students graduate prepared for college and career. To help achieve this goal, DEEL administers the Families and Education Levy (FEL) along with other sources of funding to support students.

The FEL has been adopted by Seattle voters four times, most recently in 2011. The Levy provides approximately \$33 million per year (\$235 million over seven years) to support the academic success of children through investments in early childhood education, block grants to schools, and school-based health clinics and nurses. Block grants are designed to maximize academic results for students by allowing flexibility in how schools design tailored interventions for their lowest performing students. Depending on the school level, interventions may include support for families, extended learning time, social, emotional, and behavioral supports, summer learning, college and career advising, and case management.

Additional funds have been provided to DEEL by the City Council to begin implementing the recommendations of the Mayor's Education Advisory Group.

As a representative of the Mayor and City Council, DEEL invests in student outcomes and measures performance by tracking academic outcomes such as percent of students meeting state standards in reading and math, and indicators of progress including attendance, discipline, English language proficiency, course completion and grades. DEEL develops and administers performance contracts and agreements for services, oversees contract implementation, monitors progress towards achieving outcomes and provides support, guidance, and direction to grantees as necessary. DEEL is a data-driven organization that practices ongoing quality improvement based on results.

To ensure the success of children at all levels of their education, DEEL is in need of a K-12 Director to manage an annual budget of approximately \$35 million.

#### JOB RESPONSIBILITIES:

- Realize measurable outcomes of academic achievement by leading and providing direction for all City Elementary, Middle, and High School investments, Health Services investments, and community based family support.
- Develop and track annual performance outcomes and indicators for City investments and administer performance-based contracts.

- Analyze and use state, district, and school-level data to identify common areas of need and to inform program and strategy recommendations needed across all K-12 investments.
- Oversee, manage, and supervise three (3) K-12 Program and Policy Advisors and one (1) administrative staff.
- Oversee, manage, and monitor overall K-12 Division budget, proposals for investment changes, and recommended course corrections based on outcomes, including to fund or defund major programs.
- Oversee and conduct independent analysis and research models for resource allocation with significant long-term implications for other City Departments, the Seattle School District and community agencies.
- Oversee and/or develop, and conduct community education workshops for schools and community organizations wanting to learn more about City education investments.
- Identify key resources and coordinate professional development opportunities throughout the school year to strengthen math, reading, attendance, and passing core courses strategies for academically struggling middle school students.
- Oversee and facilitate the collection and use of data to improve student achievement. Specific responsibilities include, but are not limited to: develop and implement effective progress monitoring data collection systems, routinely analyze student results, and implement action plans/strategy course corrections based on a review of student data.
- Meet regularly with Program and Policy staff to discuss implementation of City funded strategies, review relevant data, discuss progress towards goals, and determine what course corrections, if any, need to be implemented.
- Oversee and participate in site visits of schools, summer learning programs, health, and community based family support programs to observe implementation of City funded strategies, discuss progress towards goals with staff, and provide research-based materials and strategy ideas to school teams and partner organizations.
- Convene quarterly meetings with Seattle Public School and DEEL staff to share and align strategic efforts, share best practices and resources, problem-solve current challenges, and identify top priorities for collaboration.
- Oversee planning and implementation of yearly retreats and comprehensive professional development opportunities during the school year for funded elementary, middle, and high schools, based on school needs.
- Represent DEEL in meetings with Seattle Public Schools; prepare reports and presentations for policy makers including the Families and Education Levy Oversight Committee, the Mayor's Office, City Council, Seattle School Board, and other education stakeholders; and participate, as appropriate, in local, regional, state and national efforts and symposia to improve outcomes for elementary, middle, and high school students

#### **QUALIFICATIONS:**

In addition to the qualities mentioned above, you will need to possess the below required qualifications (or a combination of education, training or experience which provides an equivalent background required to perform the work of the class):

- Post-graduate training in education, public policy, or public administration
- Ten years of professional experience in K-12 education/administration
- Five years of professional experience in managing programs and providing direct supervision
- A valid driver's license
- Ability to pass a criminal background and education check

#### **DESIRED QUALIFICATIONS:**

The most successful candidates will also possess the following:

## Experience

- Successfully improving academic results for struggling students
- Providing leadership, focus, direction, and facilitation to multidisciplinary workgroups across organizational lines
- Communicating to internal and external audiences as an authoritative representative of elected officials or executives on significant issues related to priority programs and services for the purpose of garnering support, shaping opinions, advocating controversial positions and achieving important educational outcomes
- Working in and conducting effective outreach in diverse communities
- Managing projects and issues while maintaining excellent customer service
- Using quantitative data to inform program and policy decisions

## Knowledge & Abilities

- Knowledge of evidence-based and promising best practices in K-12 education, especially those that support student achievement among low performing students
- Knowledge of professional development in schools with experience in improving instruction
- Knowledge of school finance and administration
- Able to demonstrate excellent analytical skills
- Ability to develop and monitor performance-based contracts

## **ADDITIONAL INFORMATION:**

This position is classified as a Strategic Advisor 3 - Exempt. Employment is contingent on the verification of credentials and other information required by the application process. This position will require the ability to work a flexible schedule, as attendance at meetings in the evenings or weekends will be required at times. Please visit <http://www.seattle.gov/education> to learn more about the Department of Education & Early Learning.

## **APPLICATION PROCESS:**

In order to be considered for this position, you must submit your application, cover letter, resume, and a professional writing sample at [www.seattle.gov/jobs](http://www.seattle.gov/jobs) no later than **4:00 PM Pacific Time on Tuesday, January 10<sup>th</sup> 2017**. In your cover letter, please address how you meet the qualifications for the job and describe your most relevant work experience. This position is open to all candidates that meet the minimum qualifications. The Department of Education & Early Learning values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. The Department of Education & Early Learning encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions please contact Lindsey King at [Lindsey.King@seattle.gov](mailto:Lindsey.King@seattle.gov).

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APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2016- 01772

<http://www.seattle.gov/jobs>  
K – 12 DIVISION DIRECTOR  
LK

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:  
Seattle Municipal Tower  
700 5th Avenue, Suite 5400  
Seattle, WA 98104  
206-684-8088  
[Careers@seattle.gov](mailto:Careers@seattle.gov)



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